

Chapter VIII Closeout

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VIII. Closeout

A. Overview

The federal fiscal year closeout for grant activities begins when all required progress reports, final reports, and final invoices have been received from subgrantees by the TSO.

When final claims are processed, the NDDOT procedures for submittal of the final federal reimbursement voucher must be followed. Included in this process is the final determination of the amount of program funds actually expended and the under run amount which is available for carry forward to the new program year.

Part of this process also involves the final determination of the amount of federal funds expended for local benefit (40 percent minimum required) and that the state and local match to the program met or exceeded the minimums based on the federal funding source requirements.

B. Deadlines

The TSO **must** submit the state's final billing for the closing grant year to NHTSA by **December 31**.

In order to meet this deadline, all final project reimbursement claims must be received by the TSO from subgrantees by November 14 (45 days after close of the federal fiscal year) and be entered for payment into the state's accounting system by December 31. Any invoices received from subgrantees after November 14 may not be processed or approved for payment with federal funding. All grant-related records shall be retained for at least three years from the date the final voucher is submitted to NHTSA.

Special circumstances may be brought to the attention of the NHTSA Regional Administrator at the discretion of the TSO; however, it is expected that this would occur very rarely.

C. Federal Grant Tracking System Closeout Process

The TSO vouchering process for project closeout and final reimbursement is as follows:

Table 15. TSO Closeout Process

Responsible Person	Action
Final invoice received by mail via TSO Administrative Support or by e-mail by applicable program manager	<ul style="list-style-type: none"> Those received via mail are date stamped routed to applicable Program Manager
Program Manager	<ul style="list-style-type: none"> Reviews and assures compliance with grant agreement and receipt of subgrantee's final report As necessary, obtain additional supporting documentation from subgrantee or return to agency for completion Approves payment Forwards to Financial/Contract Manager
Financial/Contract Manager	<ul style="list-style-type: none"> Determines all final invoices have been received for the grant year (deadline November 15) Submits invoices to the Finance Division for final payments by December 1

	<ul style="list-style-type: none"> • Phones or sends email notification to Finance that final invoices have been paid • Determines the final required matching shares and 40 percent benefit to locals amount and transmits information to Finance
GTS Manager in Finance Division	<ul style="list-style-type: none"> • Conducts standard invoice payment reconciliation processes • Enters final invoice postings to the GTS • Works with the TSO to check accuracy of information and enters required state matching share and 40 percent benefit to locals to GTS • Closes out the TSO fiscal year
TSO Manager	<ul style="list-style-type: none"> • Determines amount of known carry forward funding by funding source, if any, for programming in the next fiscal year

See also *Chapter VI. Fiscal Procedures, Section A. In-house Grant Payment and Federal Reimbursement Voucher Process.*

In addition to actual costs to be reimbursed to the state, the state's share of matching funds must be finally calculated based on the final expenditures and entered into the GTS. This calculation determines the total funds, federal and state matching, which have been spent for NHTSA funding sources.

D. Grant File Closeout

After the final federal reimbursement voucher for the grant year has been submitted, the TSO closes out each grant number and file for that fiscal year. The program managers are responsible for completing the grant file closeout. Each file will be reviewed for completeness, accuracy of filing, and resolution of any pending matters.